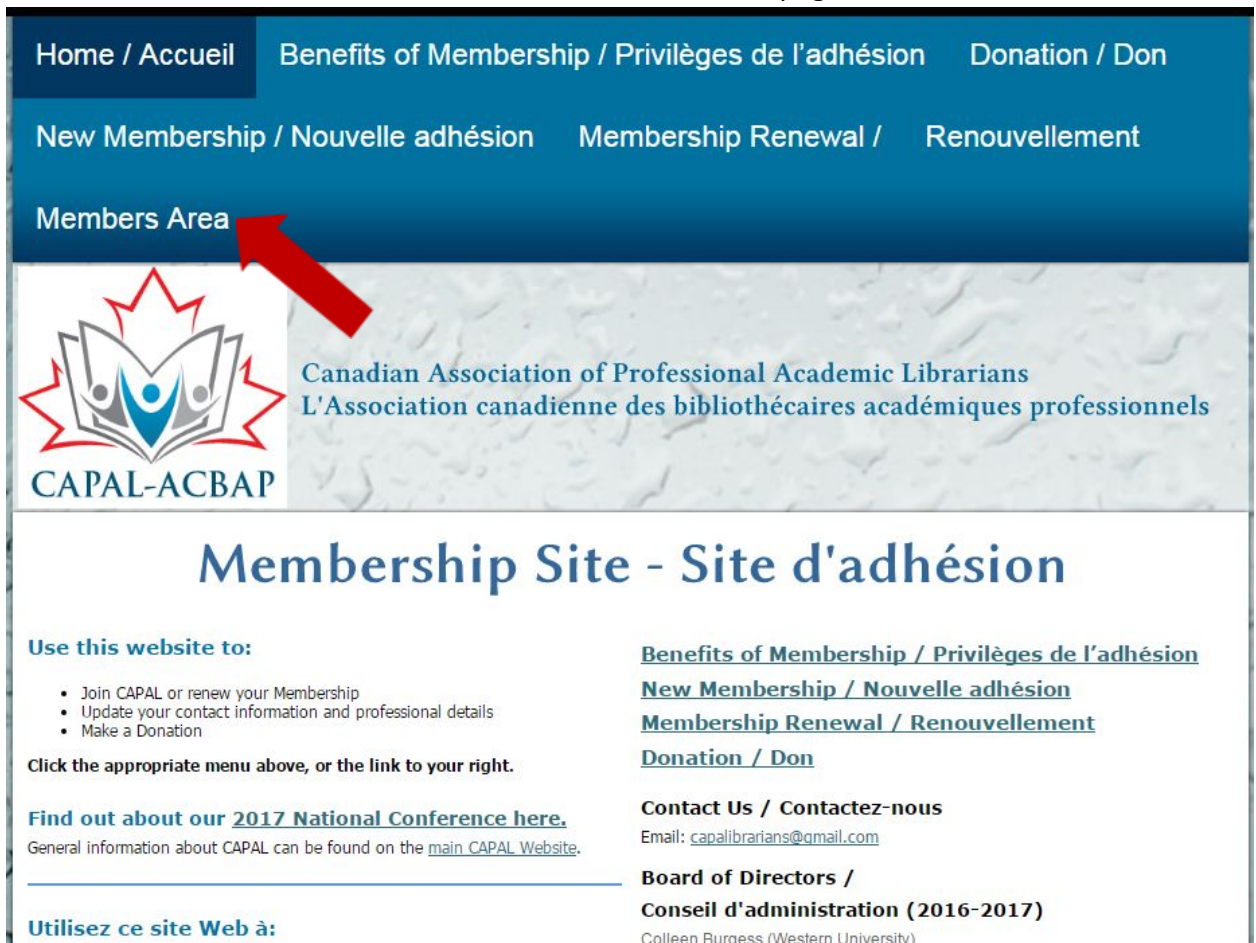


### Instructions for Current Members:

1. Log in to the CAPAL Membership Website: <http://membership.capalibrarians.org> (Forgot your password? No problem! Click on "Login", supply your email, and click on "Forgot password" to reset it.)



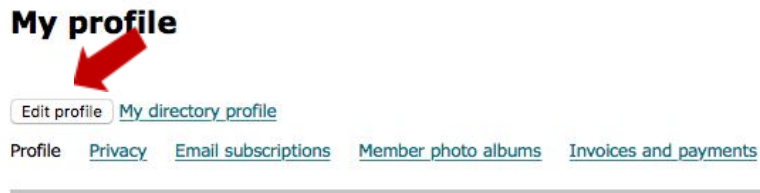
2. Select the "Members Area" link from the banner of the webpage.



3. Select “View and Change your Profile Information”



4. On the “My Profile” page, select “Edit Profile”



5. You will see a field marked “List in Member Directory.” Select “Yes” if you wish to opt in (and have not already done so).

Prefix

First name

Last name

Institutional Affiliation

e-Mail

Daytime Phone

Website

Blog

List in Member Directory  No  Yes

Choose Yes to appear in the CAPAL member directory. Access is via the membership site and restricted to CAPAL. The default listing includes name, email, institution, job title, CAPAL committee involvements, and areas of prc interest.

6. You can also change information in other fields in your profile, for example if you move to another institution. **When done, scroll to the bottom of the page; click “Save” to save your changes.**

Communications Committee  
 Diversity and Equity Committee  
 Education and Professional Development Committee  
 Membership Committee  
 Nominations Committee  
 Publications Committee  
 Research and Scholarship Committee  
 Student Committee  
 Please contact me!

Select the committee(s) you may be interested in joining. Check \*Please contact me!\* if you would like a committee chair to email you.

7. To control what individual fields in your profile are visible in the Member Directory, click the *Privacy* link just under the **Edit profile** button to see your privacy settings, and then click the **Edit profile** button again, to change them. You'll see a screen like the example shown below. Select the **Members** button for a field to make it visible, and **No access** to hide it. When done, be sure to **click the Save button at the bottom** to make your changes effective.

[Profile](#)
[Privacy](#)
[Email subscriptions](#)

Show profile to others

	Details to show (in member directories, forum and blog posts)		
	Anybody	Members	No access
<input checked="" type="checkbox"/> Send message form	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Membership level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
User ID	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prefix	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
First name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Last name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Institutional Affiliation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
e-Mail	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Daytime Phone	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Website	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Blog	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
List in Member Directory	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Address1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Address2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
City	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Province	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Country	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Postal Code	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Job Title	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Professional Subject Interests	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Committee Memberships	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Committee(s) of Interest	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>